

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

GC 27903

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION ALJ Division – Reporting Branch		(5) ADDRESS 505 Van Ness Avenue, San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ALJ-6	(10) SCHEDULE DATE 11/28/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 68
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER A-5 (Amendment 3)	(14) APPROVAL NUMBER 99-149	(15) APPROVAL DATE (S) 11/23/98	(16) PAGE NUMBER(S) REVISED – 1-3
(17) MISSION/FUNCTIONAL STATEMENT: Public Utilities Code Section 1706 requires the Commission to have its evidentiary proceedings reported by a Commission appointed reporter. These files are reporters' transcripts and backup paperwork for complying with this Code Section. Other backup paperwork is kept for billing purposes.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Lynn Stanghellini		(19) TITLE Chief Hearing Reporter		(20) PHONE NUMBER (415) 703-1473	(21) DATE SIGNED 11/28/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST Gary R. Munhall		(23) CLASSIFICATION Business Services Manager II (Supv)	(24) NAME (Printed or Typed) Gary Munhall	(25) PHONE NUMBER 415.703.1860	(26) DATE SIGNED 12/26/2007
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT Janet C. Amely		(28) APPROVAL NUMBER 08-013		(29) DATE SIGNED 1/11/2008	(30) EXPIRATION DATE 1/11/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist			(34) DATE SIGNED Jan 23, 2008		



08-013

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Program Management Records</u>								<i>For those records which have no governing authority for retention cited, the authority of the manager directly responsible for the records applies.</i>
1	16	NOTIFY ARCHIVES	Reporter Statements	P		Active +10	0	0	Active +10		Hearings may reopen.
2		NOTIFY ARCHIVES	Reporter Statements	M		Active +10	0	0	Active +10		Hearings may re-open. Documents are in the electronic Document Management system.
3	10	NOTIFY ARCHIVES	Transcripts	CD		Active +5	0	0	Active +5		Government Code Section 69955
4		NOTIFY ARCHIVES	Transcripts	M		Active +5	0	0	Active +5		Government Code Section 69955
5	20	NOTIFY ARCHIVES	Transcripts	P		Active +3	0	0	Active +3		Copies (originals are kept in Central Files)
6			Reporters' Dictated Notes	P							Paper notes are no longer required. Per Gov. Code Section 69955, notes can be retained in two electronic forms. Reporters' notes are included in "Transcripts" (Items 3 & 4 above). This line item will not appear on future Records Retention Schedules for this office.
7	20		Case Files (info on formal hearings)	P		Active +5	0	0	Active +5		Cases may be reopened
8	2		Branch Personnel Files	P		Active +3	0	0	Active +3		Government Code Section 6254

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			<u>Records Management</u>								
9	0.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std 73)	P		Current	0	0	Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain n effect but are considered non-current.
10			Std. 70 – Records Inventory Worksheet	P		Current	0	0	Current		Retain as current until next inventory
11			Std. 71 – Records Transfer List	P		Current	0	0	Current		Retain as “current” until all records listed have been destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
12			Std. 76 – State Records Center Reference Request	P		Active	0	0	Active		Retain as “Active “ until request for referral or withdrawal is completed.
13			Authorization for Record Destruction (Computer Printout)	P		4	0	0	4		Retain for 2 years from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first.

* Provide total of office and departmental